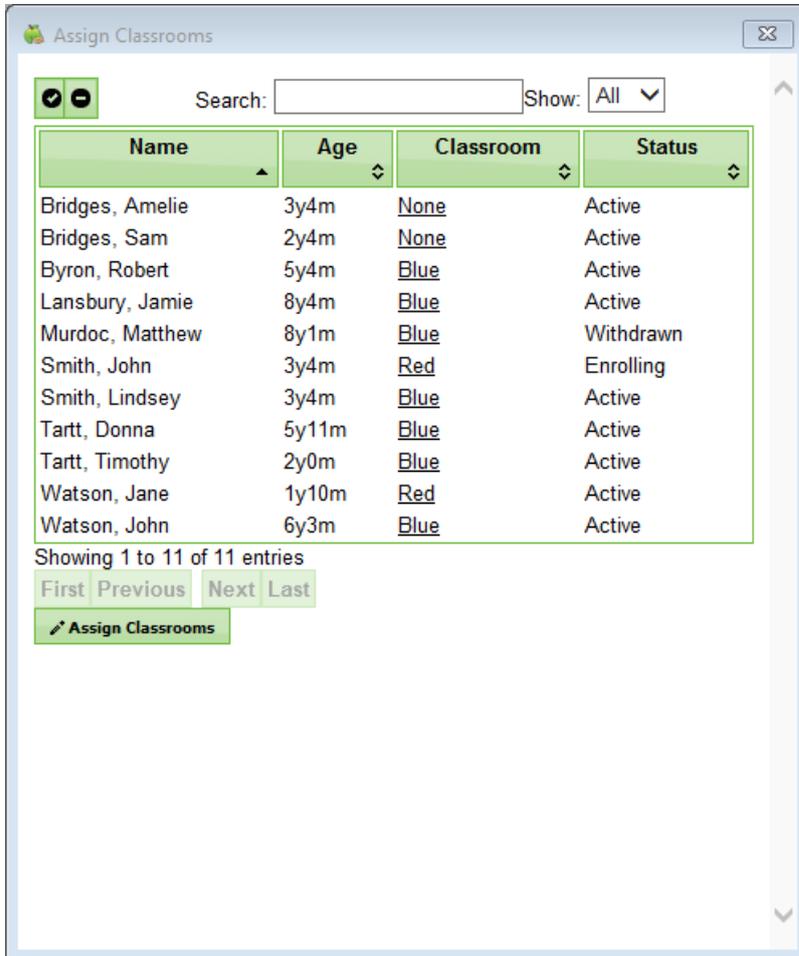


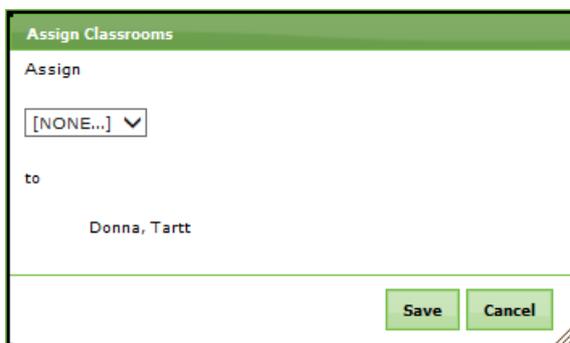
Assign Classrooms

Last Modified on 05/19/2020 1:46 pm CDT

1. Click the **Select Center** drop-down menu at the top of the window and select the center for which to create classrooms.
2. Click the **Tools** menu and select **Assign Classrooms**. The Assign Classrooms window opens.



3. Select a child from the list that displays.
4. Click **Assign Classrooms**. The Assign Classrooms dialog box opens.



5. Click the **Assign** drop-down menu and select the classroom to which to assign the child. You can also select **New** to add a new classroom.
6. Click **Save**.